



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

A cooperative program to enhance environmental quality in Louisiana



2009 Environmental Leadership Awards Municipalities Awards Guidance

Purpose

The Louisiana Environmental Leadership Program (ELP) seeks to accomplish its central goals to recognize and promote pollution prevention, waste reduction, community outreach and other efforts that exceed regulatory requirements through the ELP Awards Program. The ELP Awards Program recognizes outstanding activities and projects undertaken by Louisiana's businesses, federal entities, municipalities, schools and universities, non-governmental organizations, and individuals that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from Parishes, Cities, Towns, Villages and other municipal bodies in three categories:

- Pollution Prevention (P2)
- Community Environmental Outreach (CEO)
- Environmental Ordinance Enforcement & Development

Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry. In the Pollution Prevention and Community Environmental Outreach categories, participants may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any municipality/municipal body or local government member of the Louisiana Environmental Leadership Program fulfilling all membership requirements, including updating annual pollution prevention progress reports, is eligible to enter. Applicants must demonstrate a record of sustained compliance and a commitment to continuous environmental improvement above regulatory requirements. All projects must have been completed during the 2008 calendar year.

Certain projects are **not** eligible:

- Projects that have been submitted for a previous Environmental Leadership Program Award*
- Supplemental Environmental Projects (SEP's) designated under federal regulations.
- Beneficial Environmental Projects (BEP's) designated under state regulations.
- Projects mandated by enforcement action, usually a court order (*e.g., settlement agreement, consent decree, some compliance orders, etc...*).

**A project may be closely related to a previous entry and still be eligible provided that the current entry demonstrates fully that the project's scope and performance claims are clearly above and beyond the initial entry.*

Projects including the award entry form should be submitted by **April 17, 2009** to:

Bijan Sharafkhani, P.E.

Louisiana Department of Environmental Quality

P.O. Box 4301

Baton Rouge, LA 70821-4301

Phone: 225.219.3953 • FAX: 225.219.3971 • Email: Bijan.Sharafkhani@la.gov

Pollution Prevention Category

Pollution prevention achievement awards recognize projects that have led to measurable reductions in air pollution, water pollution, solid and hazardous waste, or have contributed to significant energy and resource conservation. Projects that achieve reduction of pollution at any level in the **waste management hierarchy** may be eligible for an award, but the entry must demonstrate the relevance of the hierarchy to the project.

Examples of Pollution Prevention Projects:

- Process improvements that result in reduced emissions, discharges or generation of wastes
- Achievement of zero discharge for selected waste or emission streams
- Projects that reduce the environmental risks of a facility
- Innovative approaches through product redesign to reduce the lifecycle impact of manufacturing and use of a product
- Projects to reduce reliance on incinerators and deep wells as disposal options
- Beneficial reuse of waste materials
- Emergency releases reduction
- Working with suppliers, customers, and smaller companies to promote pollution prevention

Community Environmental Outreach Category

The Community Environmental Outreach Award recognizes innovative projects that contribute to enhancing the quality of the environment for the local community.

Examples of Projects in this Category:

- A community project that enhances environmental quality
- An activity to improve the interaction and involvement of the facility with the community in dealing with environmental concerns
- An innovative environmental education project
- A mentoring project with suppliers or smaller companies to prevent pollution or reduce risk
- Facility-specific environmental reports and/or communication tools
- Voluntary participation in a project to evaluate ambient air and water quality in the community
- An inter-company or multi-company environmental project
- A wildlife enhancement or natural heritage preservation project

Outstanding Environmental Ordinance & Enforcement Development

Entries must demonstrate development of strong environmental ordinances with enforcement built-in. This includes but is not limited to the following:

- Record of addressing illegal dumping
- Noise, litter, or odor reduction efforts
- Enforcement program
- Recycling programs
- Environmental court

An entry must be for a single environmental related project however, an overall environmental program may be submitted if designated as such on the entry form. In preparing your entry take care to address each requirement listed. Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry.

Pollution Prevention Award Entry Form

Title of Project/Program _____
Name of Government Agency _____
Senior Management Official/Mayor _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Municipality/Government Size: ☐ Parish ☐ City ☐ Town ☐ Village

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes:

☐ Pollution Prevention Project ☐ Pollution Prevention Program

Please limit your entry to no more than five (5) pages and **include all five elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Consider a simplified drawing to save words. Each entry must be for a single project or specifically designated as a program.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures of emissions such as TRI data and hazardous waste generation biennial report information is encouraged. This should include a description of any reductions in environmental risk resulting from the project.
3. **Regulatory Exceedances:** Note the degree to which the results of the project contributed to exceeding regulatory compliance requirements. Were they accomplished earlier than required? How does the project exemplify environmental leadership? Discuss cost considerations if significant (capital investment and/or cost savings).
4. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from "business as usual." How does the project exceed the average pollution prevention project for your industry?
5. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project. If this project is "end of the pipe" treatment, emphasize how the hierarchy applies.

Other Items:

- Please attach this form to the front of your entry.
- Please be descriptive and include pictures and data to supplement the information presented to assist judges in determining the merit of your project.

Community Environmental Outreach Award Entry Form

Title of Project/Program _____
Name of Government Agency _____
Senior Management Official/Mayor _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Municipality/Government Size: ☐ Parish ☐ City ☐ Town ☐ Village

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ CEO Project ☐ CEO Program

Please limit your entry to no more than five (5) pages and **include all six elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. Describe how the project or program contributed to community environmental quality improvement. Describe the community served including demographics, number of people served, project duration, community participation in project and planning and why you chose this particular community to implement your project or program.

In detailing the scope of the project consider covering; number of employees involved, hours spent, volunteered free time, and the time period involved (short and long term).
2. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity? Does it exceed regulatory requirements?
3. **Project Sustainability:** Also describe the sustainability of the project and including the costs involved in implementing.
4. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project.
5. **Transferability:** Suggest how your success with this project is transferable to other municipalities. In measuring success identify target audience, state the objectives, indicate the number of people reached, and/or other project achievements
6. **Support letters:** Provide support letters from at least two community individuals outside of the municipal body attesting to the success of the project.

Other Items:

- Please attach this form to the front of your entry.
- Please be descriptive and include pictures and data to supplement the information presented to assist judges in determining the merit of your project.

Environmental Ordinance Award Entry Form

Title of Project/Program _____
Name of Government Agency _____
Senior Management Official/Mayor _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Municipality/Government Size ☐ Parish ☐ City ☐ Town ☐ Village

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ Ordinance Enforcement ☐ Ordinance Creation/Enhancement

Provide written description of your ordinance creation/enforcement. Please limit your entry to no more than five (5) pages in response to the following six items:

1. **Project Description:** Concisely describe the scope of the ordinances (which environmental conditions are covered with the ordinances? Litter, Light Pollution, Noise Pollution, Abandoned Cars, Illegal Dumping, etc...). State the objectives of your project/program.
2. **Environmental Improvements:** Describe the ordinance/enforcement improvement(s) clearly. Consider graphics, pictures, and tables to save words. Indicate the number of people reached, and/or other project achievements.

Demonstrate the environmental improvement(s) resulting from the project or change to the ordinances. The improvement should be discussed and include summarized data substantiating the improvement. Were there any benefits to the public? What indicators were used to measure the effectiveness of the project?

Note the degree to which the improvement(s) contributed to exceeding your expectations.

- a. Was this accomplished with help from others?
- b. Why is the change significant?

5. **Environmental Risk Reduction:** Describe any reductions in environmental risk resulting from the creation/change/enforcement to the ordinances (if applicable).
6. **Transferability:** Are the improvements transferable to other municipalities? If so, have they been shared with others?

Other Items:

- Please attach this form to the front of your entry.
- Please be descriptive and include pictures and data to supplement the information presented to assist judges in determining the merit of your project.

Additional Information

Waste Management Hierarchy

The ELP subscribes to the Waste Management Hierarchy that follows:

- Wastes should be prevented or reduced at the source whenever feasible.
- Wastes that cannot be prevented should be recycled in an environmentally safe manner whenever feasible, or be reused in a beneficial way.
- Wastes that cannot be prevented, recycled or beneficially reused should be treated in an environmentally safe manner.
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

Source Reduction:

“Source Reduction” means any practice which:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, reuse, treatment or disposal
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants

The term “Source Reduction” includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.

Recycling:

- Recycling, some energy recovery, treatment, and disposal are not included within the strict definition of pollution prevention. However, recycling that is conducted in an environmentally sound manner may share some of the advantages of pollution prevention. This is due to conservation of resources and reducing the need for treatment or disposal of wastes.
- Project entries that involve recycling, reuse, treatment or disposal should clearly indicate how the waste management hierarchy was utilized in developing the project.
- Design and practices commonly described in the chemical process industry as “end process recycling” usually qualify as pollution prevention.